

Episcopal Church of the Advent Rector Job Description

Overview

The Rector is the principal full-time pastor and the chief executive of this parish and its day school, responsible to the Vestry (which the Rector leads as chair) and the bishop, in accordance with the Canons of the Church. The Rector is responsible for all the ordained privileges of ministry, including preaching, teaching, pastoral care, and administrative responsibilities. The Rector also sets the spiritual and strategic direction for the parish and is responsible for hiring and firing all church staff. In accordance with the Canons of The Episcopal Church, the Rector has full authority and responsibility for worship, oversight of all property and building, directing instruction in faith and ministry, leading Christian stewardship and preparing people for Baptism, Confirmation, Reception and Reaffirmation.

Nature and Scope

First, the Rector will be responsible for all the ordained privileges of ministry, including preaching, teaching, pastoral care, and administrative responsibilities. In accordance with ordination vows to preach and teach the Gospel, the Rector will have final responsibility for all Christian Formation. The Rector will guide a team of clergy and lay staff to achieve the breadth of these responsibilities. The Rector will also train, support and direct the clergy and staff team.

Second, the Rector will help discern and then direct the strategic and spiritual direction for the parish. In this capacity, the Rector will have the final responsibility to ensure that the program, administrative and facilities staff are functioning properly. As such, the Rector is responsible for all employment decisions at the parish.

Third, the Rector is responsible for the supervision of the Day School Director, works with the Day School Board, and maintains close contacts with teachers and students to ensure the healthy relationship between the church and its primary mission, the Day School.

Finally, the Rector will be accountable and have authority to oversee and direct all the responsibilities the Constitution and Canons of the Episcopal Church assign to the Rector.

Directly reporting to the Rector, and serving at his/her pleasure, are paid staff members including an administrator/bookkeeper, a part-time sexton, a music director, and a day school director. A small number of parishioners share in the administration of the parish through their participation in various parish ministries. The Rector works with the Vestry, its officers, and committees on parish policy matters. In all parish work the Rector works closely with the Vestry, which oversees all aspects of managing the physical and financial resources of the parish as well as providing the central point of lay coordination of parish goals, priorities, and programs.

The Rector also represents the parish to the community and the larger Church, serving in community organizations, ministerial association, regional, and diocesan organizations. S/he is chief liturgist of the parish, conducting worship and preaching regularly, and pastoral counselor, principally serving in situations of family life changes - both joyous and grievous.

The Rector is hired by the Vestry. The Rector and Vestry enter into a covenant agreement (this is a separate document, primarily focused on salary and benefits), with the concurrence of the bishop, in order to lead the parish. The Vestry will conduct an annual review to provide structured feedback to the

Rector; additionally, together the Rector and Vestry annually will conduct a review of ministries to inform and direct their work together.

Minimum Qualifications:

- BA/BS from an accredited institution.
- Master's in Divinity from an accredited theological school.

Responsibilities:

Worship - The Rector will have a primary responsibility for worship according to the Book of Common Prayer. The Rector will:

- Celebrate liturgy for 8:30 am and 10:30 am Sunday Eucharists and Wednesday services.
- Offer sermons each week.
- Oversee the work of all other participants in worship, including readers, lay Eucharistic ministers, choir, musicians, and all others.

Leadership – Responsible for strategic leadership of the parish, the Rector will:

- Work with the Vestry to form a shared vision for the parish.
- Clearly communicate the values and mission of the parish.
- Work with the Senior Warden of the Vestry to develop Vestry meeting agendas.
- Chair Vestry meetings.
- Identify staffing and volunteer needs.
- Serve as head of staff.
- Maintain current functional knowledge of church financial resources and processes.

Education - Responsible for overseeing Christian education and formation in the parish, the Rector will:

- Teach the Gospel of Jesus Christ by word and example.
- Oversee Christian Education in the parish, including education for young people and adults.
- Develop other educational opportunities as appropriate.

Pastoral Care - The Rector is a chief pastor of the parish. The Rector will:

- Oversee the care of individuals and families in joy and sorrow.
- Offer pastoral care in relation to birth, marriage, and death.
- Make referrals for counseling and other services.
- Offer spiritual counsel and guidance for the members of the parish.
- Model good self-care by managing his or her times of work and rest and giving adequate time and support to family.

Equipping Ministries - The Rector will encourage the church to serve the larger community. The Rector will:

- Be present in the life of the day school through regular interaction with staff, parents, and children.
- Support day school staff in maintaining the spiritual health of the school.

- Assist in the development of ministries of service to the wider community.
- Participate in the life and ministry of the Diocese of Florida.

Stewardship – The Rector will:

- Educate the parish regarding stewardship as a component of spiritual health.
- Guide stewardship efforts that support the parish's budget, vision, and goals.
- Encourage parishioners to support the day school with time, talent, and treasure.